

From: [Adams, Adam](#)
To: [Mason, Steve](#)
Cc: [Loesel, Matthew](#); [Smalley, Bryant](#); [Zehner, Warren](#); [Daniel Tighe](#); [Spall, Amy](#)
Subject: Re: Reporting after May 3, 2019
Date: Thursday, May 02, 2019 11:38:13 AM

Looks good, Matt.

Do you know if we've looked at our resources in Dallas and the field to see where we can right-size, ie how many contractors are in the EOC or Dallas supporting?

Thanks

Sent from my iPhone

On May 2, 2019, at 11:32 AM, Mason, Steve <mason.steve@epa.gov> wrote:

Looks good to me...

With Regards, Steve

<image003.jpg>

From: Loesel, Matthew
Sent: Thursday, May 02, 2019 11:30 AM
To: Adams, Adam <Adams.Adam@epa.gov>; Smalley, Bryant <smalley.bryant@epa.gov>; Zehner, Warren <zehner.warren@epa.gov>
Cc: Daniel Tighe <Daniel.Tighe@WestonSolutions.com>; Spall, Amy <amy.spall@westonsolutions.com>; Mason, Steve <mason.steve@epa.gov>
Subject: Reporting after May 3, 2019

Here are my thoughts on Reporting after tomorrow along with the process.

1. Weekly Reporting on Monday
 - a. Covers what has happened
 - b. Forward looking actions for the upcoming week
2. Compiled by START
 - a. Maps from David Cook or START
 - b. EU message from Jon or Phil
 - c. Information from Environmental meetings and other sources throughout the week
3. Reviewed prior to draft being sent to Dallas by on-site or lead OSC
4. Sent to Bryant Smalley for review and finalization
5. Updates sent to Dallas as needed for major activities or changes in operations

Please review this process and let me know by noon tomorrow so I can finalize it prior to my departure.

Matthew Loesel
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